



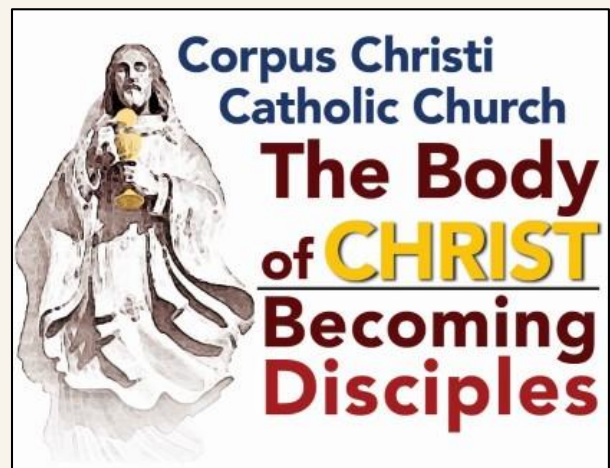
MINISTRY LEADERSHIP TOOLKIT



"Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

~Matthew 28:19-20

VISION & MISSION STATEMENT



Corpus Christi Catholic Church strives to be a **welcoming** community **proclaiming** the love of God and **fostering** a life-long personal relationship with Jesus Christ and His Church through Scripture, Sacraments, and service.

SHARED GOALS

- Becoming Disciples
- Helping Each Other Get to Heaven
- Being Good Stewards
- Sharing the Good News with Others
- Growing in Our Faith

ABUNDANT FRUIT

- Not-So-Obvious Immeasurable Fruits:
 - People **growing in relationship with Jesus**
 - People **getting to Heaven**
- Measurable Fruits:
 - People **joining our parish** (new registrations)
 - People **entering the Church** (RCIA, baptisms)
 - People **attending Mass** (usher counts at Mass)
 - People **learning their faith** (attendance at Bible studies, events, fellowship opportunities, committing to Adoration, etc.)
 - People **giving more to the parish** (weekly collection)
 - People **serving others** (participation in ministry opportunities)



PARISH CLERGY & STAFF

**Clergy =
Spiritual
Needs**

**Staff =
Temporal
Needs**



Fr. Reynaldo Clutario, Jr.
Pastor



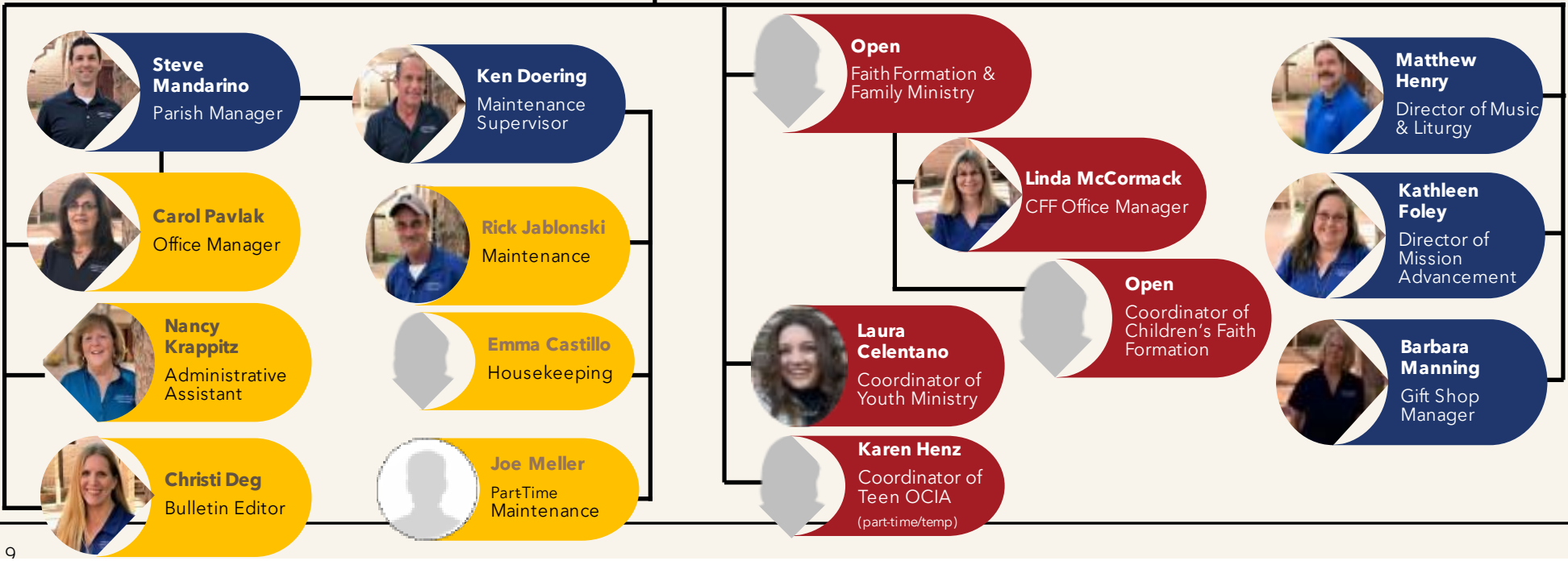
Fr. Johnson Vadakkumcherry
Parochial Vicar



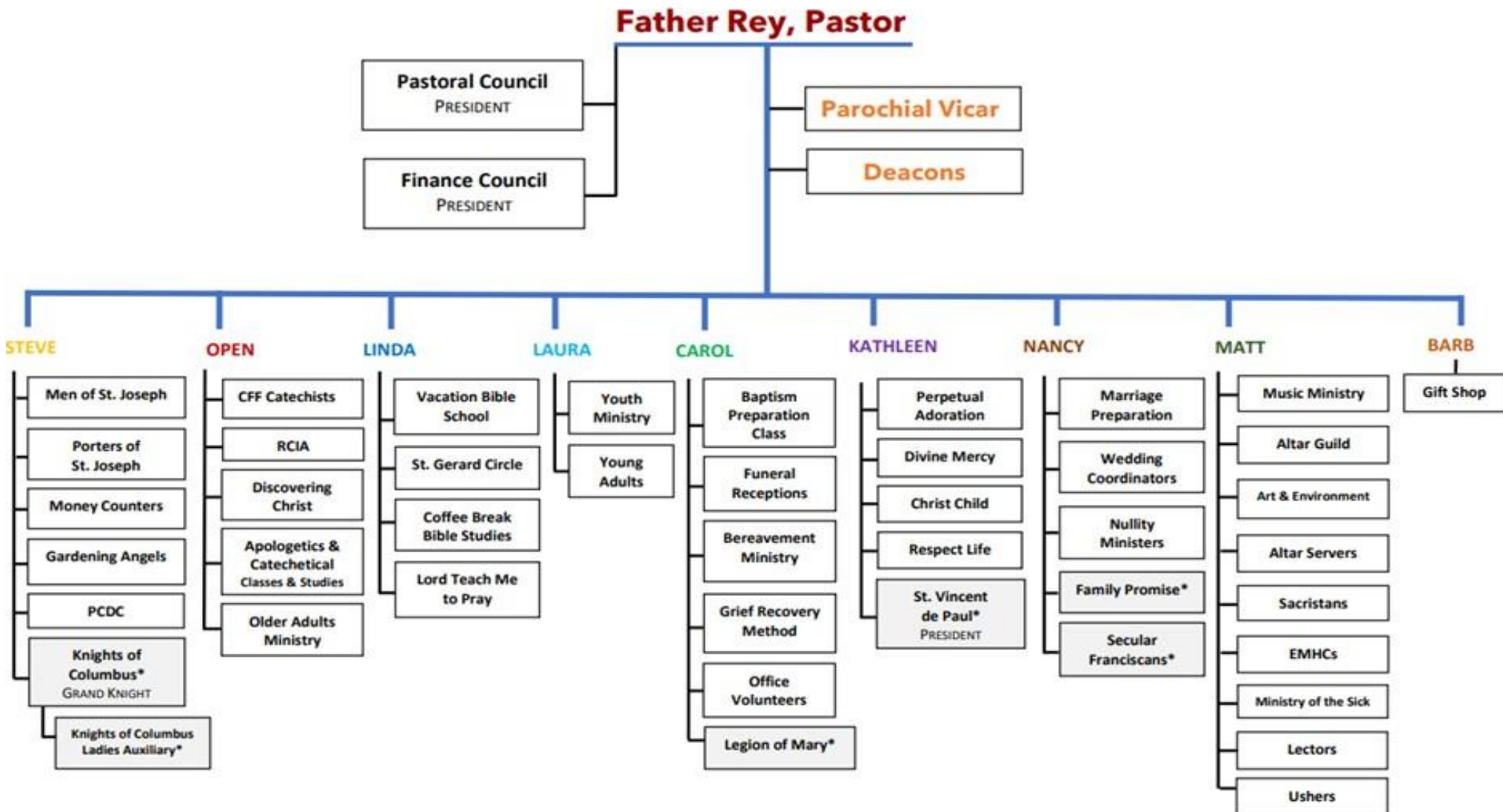
Chris Kellogg
Deacon



Dennis Lambert
Deacon



Ministry Staff Liaison Organization Chart



ROLE OF THE STAFF MINISTRY LIAISON

- Your Main Contact for Questions
- Receives Event Request Forms (ERFs)
- Communicates Approvals & Changes to ERFs
- Ensures ERFs are Shared with Staff
- Advisor for Ongoing Spiritual Formation
- Checks in Once a Year for Position Changes



MINISTRY STRUCTURE

- ✓ Purpose of Ministry, Position Descriptions, Succession Plan, Expectations, Terms, etc.
- ✓ Budgets (if applicable), Financial Processes, Expenses, etc.
- ✓ Annual Goals, Plans for Ongoing Spiritual Formation, Safe Environment Training, Meeting Schedule, Recruitment, New Member Orientation, etc.



POLICIES & PROCEDURES

■ Facilities Scheduling & Parameters

- Planning Ahead for the Year
 - February Calendar Meeting
- Room Conflicts
- Timing in Relation to Other Events



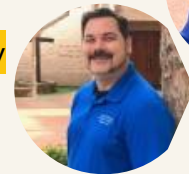
■ Pre-Purchase Approvals & Reimbursements

- Pre-approval thresholds
- Reimbursement Requests



■ Promotions

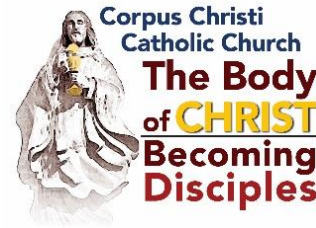
- Weekly Bulletin Deadline: 10 Days Ahead of the Sunday
- Bi-Weekly E-Newsletter: Tuesday Noon before Send Date
- Mass Announcements: Tuesday Noon before the Sunday



■ Communications

- Connect with your Staff Liaison
- Verbiage & Graphics: Send desired wording & photos or picture suggestions (avoid copyright violations!)
- Allow enough time for various deadlines

Event Request Form



Ministry/Organization/Event Name _____

Requester Name _____ Today's Date _____

Phone _____ Email _____

Purpose (HOW does this pertain to our Vision & Mission?) _____

Facility Use Request

Event Date(s) _____ Event Time _____ Set-up Time _____

Approx. # of Attendees _____ PC/Courtyard/Rooms _____

Room Style (circle one): **Classroom** (rectangular tables facing front) **Round Tables** (seat 8) **Theater** (chairs facing front)

Other: _____

Needs (A/V, easels, whiteboard, refreshments, other?) _____

Comments, specific requests, details, etc.: _____

Communications Request

Requested	Dates	Approved	Completed
<input type="checkbox"/> Master Calendar		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bulletin (Sunday dates, due 10 days ahead)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verbal Announcement at Mass		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Website subpage (Y/N) or banner (dates)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flocknote E-Newsletter (bi-weekly)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flocknote Sign-Up and/or Reminder		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Facebook event or post		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly Magazine		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notify Ministry Leaders		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flyer for bulletin board or display stand in vestibule/courtyard		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (circle all that apply): Nearby parishes, Diocesan Event page, Relevant Radio, other: _____		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Follow-up (thank you, pics on website, pics on Facebook, etc.)		<input type="checkbox"/>	<input type="checkbox"/>

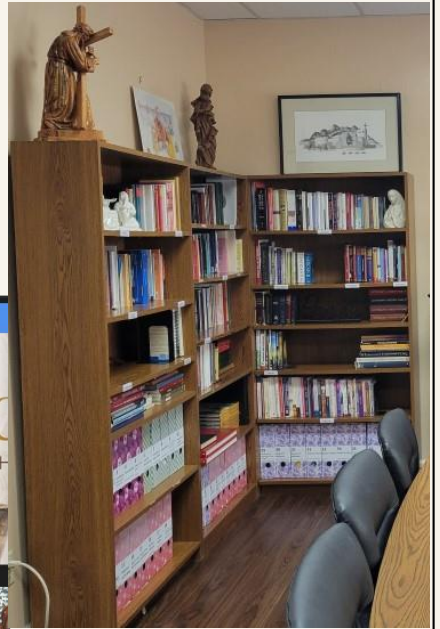
Additional comments, specific requests, details, etc.: _____

- ❖ Please submit to Parish Office at least **5 weeks ahead of intended date**. Your ministry's Staff Liaison may contact you to clarify any requests. Please allow 2-3 business days for approval. You will be notified of final approvals.
- ❖ Please submit the desired wording of all verbal, online, and/or print communications.
- ❖ Please notify your ministry's Staff Liaison of any changes or cancellations as soon as you can. This is necessary for scheduling set-up and clean-up for other ministries who may need that same space.

FOR OFFICE USE ONLY: Returned approval info to requestor (initials/date): _____ / _____ Send to Staff (date): _____

CONTINUING RESOURCES

- **Revive Parishes:** reviveparishes.com
- **Formed:** corpuschristiphx.formed.org
- **Our Parish Library!**



THANK YOU

We appreciate you!